



City of Charleston

Applications may require one month or more for review

Business Address _____

Business Owner _____ Daytime Phone _____

Applicant _____ Daytime Phone _____

Applicant's Mailing Address _____

Relationship of applicant to owner (same, representative, other) _____

LICENSE INFORMATION

Current Retail Food License Number: _____

Current Liquor License Number: _____

Have you ever had a license and/or permit revoked or suspended? NO _____ YES _____

IF YES ATTACH EXPLANATION.

OPERATIONS PLAN

1. Total square feet of public way to be used: _____
Exact length & width along street (s): _____
Street Name: _____ Length X Width: _____
Street Name: _____ Length X Width: _____
Street Name: _____ Length X Width: _____
Street Name: _____ Length X Width: _____
2. Proposed seating capacity: _____
3. Days & Hours of operation (Be specific, include Saturday. & Sunday)
Day: _____ Hours: _____
Day: _____ Hours: _____
Day: _____ Hours: _____
Day: _____ Hours: _____

INFORMATION REQUIRED WITH APPLICATION: (check information submitted)

- ☐ Proof of Insurance (Sec. 54-213)
- ☐ Measured drawing of sidewalk café and layout plan (see attached instructions)
- ☐ 2 photographs of sidewalk and photos or specs of all proposed sidewalk elements
- ☐ Signed, notarized Affidavit
- ☐ Check or cash for \$200 (make checks payable to the City of Charleston)

Business Owner _____ Date _____

For office use only

Date application received _____	Time application received _____
Staffperson _____ Fee \$ _____	Receipt # _____

AFFIDAVIT

I, _____, ACTING IN THE CAPACITY OF
_____, ON BEHALF OF THE
ESTABLISHMENT KNOWN AS _____ LOCATED
AT _____,

ATTEST TO THE FOLLOWING:

- ☐ THAT I HAVE REVIEWED THIS APPLICATION AND ALL ENTRIES ARE CORRECT AND ACCURATE TO THE BEST OF MY KNOWLEDGE.
- ☐ THAT THERE ARE NO OMISSIONS OF FACT OR ITEMS LOCATED ON THE SIDEWALK, WHERE THE SIDEWALK CAFÉ IS PROPOSED, THAT WOULD PROHIBIT THE ZONING ADMINISTRATOR FROM ISSUING A SIDEWALK CAFÉ PERMIT.
- ☐ THAT THERE ARE NO MUNICIPAL CODE VIOLATIONS THAT HAVE BEEN ADJUDICATED AGAINST MY RETAIL FOOD ESTABLISHMENT WITHIN THE LAST 12 MONTHS PRECEDING THE DATE OF THE APPLICATION, OR
- ☐ THAT THE FOLLOWING MUNICIPAL CODE VIOLATIONS HAVE BEEN ADJUDICATED AGAINST MY RETAIL FOOD ESTABLISHMENT WITHIN THE LAST 12 MONTHS PRECEDING THE DATE OF THE APPLICATION

- ☐ THAT I HAVE READ THE RULES AND REGULATIONS AND WILL ABIDE BY SAID RULES AND REGULATIONS AT ALL TIMES DURING THE TERM OF THE SIDEWALK CAFÉ PERMIT.

DATE: _____

SIGNATURE: _____

SIGNED AND SWORN BEFORE ME:

STATE OF: _____

COUNTY OF: _____

_____(SEAL)

Notary Public for South Carolina

My commission expires _____

INSTRUCTIONS

PLANS MUST BE SUBMITTED ON 8-1/2 x 11 INCH PAPER WITH A MEASURED DRAWING OF THE PROPOSED SIDEWALK CAFÉ AREA PREPARED BY A LICENSED SURVEYOR, PROFESSIONAL ARCHITECT, LANDSCAPE ARCHITECT OR ENGINEER ATTACHED THERETO.

SURVEY MUST SHOW EXACT LENGTH X WIDTH DIMENSIONS.

PLANS MUST DISPLAY LOCATION OF SIDEWALK CAFÉ AND SIDEWALK CAFÉ ELEMENTS.

SURVEY MUST INDICATE A MINIMUM OF FIVE (5) FEET OF CLEAR SPACE FOR PEDESTRIAN PASSAGE. ADDITIONAL CLEAR SIDEWALK WIDTH MAY BE REQUIRED WHERE PEDESTRIAN TRAFFIC OR OTHER CIRCUMSTANCES WARRANT.

ALL ITEMS SUCH AS PARKING METERS, FIRE HYDRANTS, LIGHT POLES, SIGNS, TREES AND THE LIKE (“ENCROACHMENTS”) MUST BE SHOWN ON THE SURVEY IN RELATION TO THE PROPOSED SIDEWALK CAFÉ, AND THE CLEAR SPACE WITH MEASUREMENTS BETWEEN THE SIDEWALK CAFÉ AND THE ENCROACHMENTS CLEARLY IDENTIFIED.

ALL APPLICATIONS MUST INCLUDE AT LEAST TWO (2) PHOTOGRAPHS OF THE EXACT SITE WHERE THE SIDEWALK CAFÉ IS TO BE LOCATED. PHOTOGRAPHS MUST INCLUDE ALL ENCROACHMENTS SUCH AS PARKING METERS, TREES, LIGHT POLES, AND THE LIKE.

ALL APPLICATIONS MUST INCLUDE A PHOTOGRAPH OR SPECIFICATIONS OF THE FURNITURE AND ALL SIDEWALK CAFÉ ELEMENTS PROPOSED TO BE USED AT THE SIDEWALK CAFÉ.

PLANS SUBMITTED THAT DO NOT MEET THE ABOVE REQUIREMENTS WILL BE RETURNED TO THE APPLICANT FOR REVISIONS.

ATTACHMENTS REQUIRED

- ❑ SURVEY OF SIDEWALK CAFÉ AREA PREPARED BY A LICENSED SURVEYOR, ARCHITECT, LANDSCAPE ARCHITECT OR ENGINEER
- ❑ DESIGN OF SIDEWALK CAFÉ PLAN INCLUDING LANDSCAPING PROPOSAL ILLUSTRATED WITH EXACT MEASUREMENTS ON 8-1/2 INCH BY 11 INCH WHITE PAPER
- ❑ AT LEAST TWO PHOTOS OF THE PROPOSED SITE WHERE SIDEWALK CAFÉ IS TO BE LOCATED
- ❑ NON-REFUNDABLE APPLICATION FEE OF \$200.00
- ❑ SIGNED AFFIDAVIT
- ❑ SPECIFICATIONS OF SIDEWALK CAFÉ FURNITURE AND ALL SIDEWALK CAFÉ ELEMENTS PROPOSED TO BE USED AT THE SIDEWALK CAFÉ
- ❑ CERTIFICATE OF INSURANCE NAMING CITY AS ADDITIONAL INSURED WILL BE REQUIRED WITH APPLICATION
- ❑ FINAL SITE INSPECTION BY ZONING ADMINISTRATOR AND FIRE MARSHALL OF APPROVED SIDEWALK CAFÉ WITH ALL SIDEWALK CAFÉ ELEMENTS IN PLACE WILL BE REQUIRED PRIOR TO PERMIT BEING ISSUED.
- ❑ FINAL PHOTOGRAPH OF APPROVED SIDEWALK CAFÉ SITE WITH ALL SIDEWALK ELEMENTS IN PLACE WILL BE REQUIRED PRIOR TO PERMIT BEING ISSUED.